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Executive Registry
7-4655

MEMORANDUM FOR: Deputy Director (Support)

THROUGH : Deputy Director (Intelligence)
Inspector General
General Counsel
Director of Security

25X1A

SUBJECT : Proposed CHANGE 1 [redacted] General Separation Actions
(Job #1332-VJB)

25X1A

1. Proposed CHANGE 1 [redacted] is submitted for authentication.

2. The purpose of the subject change is to insert the phrase "if security considerations permit" into the regulation in order that the Office of Personnel will write to a missing or unreturned employee only if security considerations permit.

3. This change was initiated by the Director of Personnel upon the recommendation of the Executive Officer of the Deputy Director (Plans). This change was recommended to agree with a corresponding change requested in the

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proposed [redacted] has been coordinated and comments returned to the Office of Personnel for resolution of differences and preparation of a revised draft.

4. Space is provided below for concurrence in the subject change by the officials indicated. No other coordination by this Staff is contemplated.

25X1A9a

[redacted]
Acting Chief, Regulations Control Staff

CONCUR:

FOIAb3b

[redacted]
Deputy Director (Intelligence) — Date

Inspector General — 26 Sept 1955 — Date

General Counsel — Date

FOIAb3b

[redacted]
Director of Security — Date

cc: Deputy Director (Plans)

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Enclosure:
Proposed Change [redacted]

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MGT/S:RCS [redacted]

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25X1A [redacted]

25X1A [redacted]

PERSONNEL
1955

GENERAL SEPARATION ACTIONS

(The proposed change involves only adding four words to paragraph 4a.(3)(c) as indicated by the underscored phrase below:)

4. ACTIONS BASED ON EMPLOYEE'S REQUEST OR LOSS OF ELIGIBILITY

a. RESIGNATION

(1) No change

(2) No change

(3) When an individual contemplates voluntary separation from the Agency, he should give one month's advance notice of this fact. However, failure to furnish such notice will not affect the personnel action involved in any way and, although it may reflect unfavorably on the individual's employment record, it is not a basis for barring him from further Federal employment.

(a) Oral notice constitutes a valid resignation but every effort will be made to obtain written confirmation whenever possible.

(b) Letters of resignation from absent employees should be addressed to the Director of Personnel. However, when such letters are received by other Agency officials, they will be forwarded immediately to the Office of Personnel for action.

(c) When an employee who is absent on maternity, educational, or other extended leave fails either to return to duty or to send notice at the end of the period of authorized absence, the Office of Personnel will send a letter to the employee's last known address, <u>if security considerations permit,</u> requesting that he notify the Director of Personnel whether he intends to return or resign. The letter will request reply within a specified reasonable period (not less than five calendar days) and will inform the employee that, if he does not return, the Agency will be compelled to consider him as having resigned. An employee eligible for veterans preference will also be advised that the letter constitutes a 30-day advance notice of proposed action in compliance with the provisions of section 14 of the Veterans'

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25X1A REGULATION [redacted] PERSONNEL 1955

Preference Act, as amended. Unauthorized absence and failure to report not covered by this paragraph or by provisions covering missing persons will be considered as absence without leave or abandonment of position and will be treated accordingly.

(No change in balance of regulation or attachment)

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Support)

DISTRIBUTION: AB

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